



CITY OF LONG BEACH

OFFICE OF THE CITY PROSECUTOR

333 W. Ocean Bl. 2nd Floor | Long Beach, CA 90802 | (562) 570-5600 FAX (562) 570-7140

EMPLOYMENT OPPORTUNITY

LEGAL OFFICE SPECIALIST

(FULL-TIME UNCLASSIFIED / FULL BENEFITS)

\$14.82 – \$20.26 per hour

The City Prosecutor's Office is responsible for the prosecution of adult misdemeanor crimes committed in Long Beach. This Office invites applications for the unclassified position of Legal Office Specialist. This position reports directly to the Office Manager and requires an ability to perform difficult and complex tasks in a variety of support functions in the City Prosecutor's Office. This position requires a highly organized individual who thrives in a fast-paced environment.

Examples of Duties:

- Performs a variety of legal clerical work requiring independent judgment, accuracy and speed.
- Types and prepares complaints and other documents according to established procedures and processes.
- Checks-in returning cases and updates disposition information.
- Makes phone calls to victims and witnesses providing information on the status of cases.
- Creates and maintains case files.
- On a daily basis assists with delivery of documents to court and pick-up.
- Screens office visitors and telephone callers, referring callers to appropriate office staff for further assistance, and/or personally assists callers when possible.
- Performs main or backup reception duties as assigned.
- Processes and distributes incoming mail.
- Provides backup support to Legal Assistant staff.
- May be assigned a specialized job function or task.
- Uses one or more computer applications for research or data entry.
- May process subpoenas for electronic transmission to Court Affairs.
- Interacts with customers and public to answer questions and provide information.
- Processes and maintains the master case calendar.
- Archives and purges old case files according to retention schedule.
- Performs other duties as assigned.

Requirements to apply:

- High School diploma or equivalent and three to five years of progressively responsible clerical experience.
- Must have excellent computer skills and the ability to easily adapt and learn new applications.
- Must have thorough knowledge and experience working with Microsoft Word.
- Knowledge of Tiburon and TCIS is highly desirable.
- Must be able to organize and prioritize projects.
- Ability to communicate with staff and management at all levels of the organization.
- Ability to type 45 wpm accurately.
- Ability to arrange, sort, and file alphanumerically.
- Must have good grammar and analytical skills.
- Possession of a valid California Driver's License.
- Must pass a criminal background check.
- Bilingual English/Spanish language proficiency desirable.
- Must possess excellent work habits and professional demeanor; punctuality and attendance imperative.

Selection Procedure: Interested candidates should submit a letter and resume via mail or email. Selection will be based on a combination of interviews and testing.

Sherri Seldon, Office Manager
City Prosecutor's Office
333 W. Ocean Blvd., 2nd Fl.
Long Beach, CA 90802
sherri_seldon@longbeach.gov

Deadline to Apply: Open until filled.

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EQUAL OPPORTUNITY EMPLOYER

This information is available in an alternative format by request to (562) 570-5600.

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